

## **Part 407 – Documentation, Certification and Spot Checking**

### **Subpart A- Policy**

#### **WV407.1 Policy**

- c.1. [Form WV-180-3-Quality Assurance Review Form](#) will be used to record findings, recommendations and actions taken when conducting spot check for vegetative management practices of conservation planning procedure.
- c.2. [Form WV-180-5-Engineering Spot Check](#) Report will be used to record findings and recommendations when conducting spot check of engineering practices.

## **Part 407 – Documentation, Certification and Spot Checking**

### **Subpart B- Documentation and Certification**

#### **WV407.10 Supporting Data**

- d. Supporting information pertains to those features of a conservation practice that can be measured, surveyed, observed or verified by current records. Evaluation of this data will determine if the practice has been installed in accordance with the construction drawings and/or practice specification and proper operation and maintenance is being followed.

Practices for which Natural Resources Conservation Service (NRCS) provides technical assistance will be shown on clients' planning map and prepared designs. The practice location will be identified by standard map symbols for structural practices and by delineating the area for vegetative or management practices. The practice will be recorded as part of the record of cooperators' decision in their conservation plan.

Minimum supporting data for structural practices (engineering) is defined in the Engineering Field Handbook, Chapter 5, Exhibit WV5-23(1), Design and Construction Support Data for Conservation Practices. Construction checks will be recorded on job plans and/or field notes and represent the as-built plans for the practice.

Minimum supporting data for vegetative or management practices will include the field number, field location, acres or number, date practice applied and supporting record keeping. The reporting of each practice will be certificated that it is applied according to the specification developed by the planner. Specifications will be based upon the appropriate conservation practice standard in the [Field Office Technical Guide-Section IV](#). Species, seeding rates, soil amendments, application dates, application rates of nutrients, residue cover, grazing height, number of livestock, spacing, operation and maintenance requirement and other necessary information required by the standard will be included in the planning documentation and can serve as a guide for spot checking.

#### **WV407.12 Certifying Performance for Cost Sharing**

- d. Practices requiring certification for payment purposes will only be certified when the practice is completed and meets all required technical specifications. In certifying performance of practices that are cost shared on a proportional basis, NRCS will report compliance or noncompliance with approved technical specification and the amount of the practice performed in applicable cost-share units. It is the client's responsibility to present to the cost-sharing agency documentary evidence of the amount of machine time, labor, and materials used as a basis for cost share.

Certification will be based on final design quantities unless a significant change is made in the design during construction, or unless the practice or components of the practice have to be in place prior to determining final quantities for payment.

## **Part 407 – Documentation, Certification and Spot Checking**

### **Subpart C- Spot Checking**

#### **WV407.20 Procedure**

- b.3. Checking will be done throughout the year and within a reasonable time after completion of the practices, determinations and plans. All reviews will be completed by November 30 for plans and applied conservation systems done the previous fiscal year.
- c.3. Five percent of the total of all cost-shared practices installed in each field office each year will be spot checked. A minimum of one of each type practice will be spot checked every three years, and each field office member's work should be spot checked within this period.

A minimum of three practices will be spot checked in each field office each year unless more are required to meet the above-mentioned requirement. The Assistant State Conservationist – Field Operations (ASTC-FO), in concert with the State Conservation Engineer, will determine the actual number of spot checks to be performed on engineering conservation practices in each field office within the above-mentioned requirements.

All conservation plans and applied conservation systems on farms NRCS employee owned, operated, or has an interest in are to be reviewed during the year of occurrence.

- e.3. The ASTC-FO will assign personnel to perform reviews of practices installed, determinations made, and plans in his/her area. The designated person or persons shall meet the following requirements:
  - i. Should be a grade equal to or higher than those who planned, designed, and installed the practice and have job approval authority or certification for the practice.
  - ii. Be an employee other than the one who determined need, designed, supervised construction, made the construction check, or certified performance.
  - iii. Should be an engineer or civil engineering technician for those involving complex engineering. For planning review, vegetative or management practices the ASTC-FO will select employees familiar with the practice and is certified in conservation planning.
  - iv. Have no vested interest in the practice or land on which installed.
- f.3. Sufficient notes will be made to show that installed practices are field checked. For engineering practices supporting data such as survey notes, critical elevation, distances, and slopes will be checked. Form SCS-ENG-28 and Form SCS-ENG-29 may be used for this purpose.

## Title 450 – General Manual

- h.1.i. When the check reveals deficiencies that cannot be corrected at the time check is made, the following action will be taken by the ASTC-FO:

Inform the District Conservationist (DC) in writing of the deficiency. The DC shall prepare a report and receive a follow up report on required corrective action within 60 days. A copy of the above report and action taken will be sent to the State Conservationist for information.

- h.2.i. If significant errors in quantities already certified for cost share payments, program determinations, plans or contracts are found, the DC shall immediately inform the local USDA Agency making cost share payments and the land user. These errors will be corrected according to program procedure.
- h.4. Check notes, inspection forms ([WV-180-3](#) and [WV-180-5](#)) and follow up reports will be filed in a folder labeled “Quality Assurance Review FY\_\_\_\_\_” in field and area offices. The folder will be placed in Section 180-12. One copy of these forms will be maintained at the field office and a second copy will be maintained at the area office for a period of 5 years.
- h.5. The ASTC-FO will notify the State Conservationist by letter when reviews have been completed in their respective areas for the current fiscal year.